

STATEWIDE INTEROPERABILITY GOVERNING BOARD (SIGB)

MINUTES

March 11, 2014

DRAFT

ATTENDEES: Leo Dutton, MSPOA, Chair; Ron Baldwin, MT CIO; Tom Butler, DOJ Alternate; Jayne Rogers, MEMSA; Jon Swartz, MDT Alternate; Mike Doto, MSVFA; Jeff Fisher, DMA; Dave Gibson, MTA Alternate; Tim Burton, Governor's Office; Shantil Siapera, MACo Alternate;

CONFERENCE CALL: Erin Lutts, (MITS Alternate), Joe Briggs, MACO; Roger Nasset, MACOP; Kevin Myhre, MLCT; Dorothy Gremaux, MLCT; Patrick Lonergan, MSFC

GUESTS: Quinn Ness, DOA, ITSD; Jennifer Reese, Motorola; Dale Osborne, MHP; Charlie Gilmore, LCSO; Ed Shindoll, BCRFD; Jason Hildenstab, MHP; Sandra Barrows, Barrows Consulting; Larry Irwin, MHP

Call to Order: Leo Dutton, SIGB Chair, called the meeting to order at 1:30 p.m.

Approval of February Minutes: Mike Doto moved to accept the February, 2014 Minutes, Jayne Rogers seconded. The motion passed.

SIGB BUSINESS:

Adoption of Amendment to Charter and By Laws with Amendments: Quinn Ness, SWIC, explained suggested amendments to the Charter and By Laws that were previously circulated to the SIGB prior to the meeting.

Charter: Section X. Operating Principals is proposed to be amended as follows: "Notice of SIGB meetings will be posted ~~on its website at least~~ 5 working days or more prior to the meeting date, but never less than 72 hours before the meeting."

By Laws: ARTICLE VII: BOARD MEETINGS is proposed to be amended as follows: "1. All board meetings and business transacted by the board will comply with all applicable Montana laws, regulations and policies. Notice of SIGB meetings will be posted 5 working days or more prior to the meeting date, but never less than 72 hours before the meeting."

Adoption of Charter:

MOTION: Joe Briggs moved to accept the Charter amendments and Jeff Fisher seconded. The motion passed.

Adoption of By Laws:

MOTION: Mike Doto moved to approve By-Laws as amended, Joe Briggs seconded. The motion passed.

Member Alternates: For those who haven't done so, Quinn asked that board members provide their SIGB alternates to Carrie Castle.

STATUS REPORT: Nationwide Public Safety Broadband Network (NPSBN) Initiatives & Activities:

Quinn Ness, SWIC, provided the following activity/status updates:

- Today, the U.S. Dept. of Commerce/National Telecommunications and Information Administration (NTIA) hosted a workshop for Western states and territories in Phoenix, Arizona.
- The NTIA hosted workshop in Phoenix is attended by Warren Dupuis, the State of Montana's Single Point of Contact or "SPOC". As the Department of Administration State Information technology Services Division is the recipient of the grant, Public Safety Communications Bureau (PSCB) is managing the grant, therefore Dan Sullivan, PSCB Planning Manager and Chad Hultin, PSCB Fiscal Manager are also in attendance.

As released by NTIA the purpose of the workshop is: "As part of NTIA's efforts to help ensure the success of the NPSBN, NTIA is hosting the workshop to help states and territories provide input and prepare for the launch of the NPSBN.

In addition to providing a forum for state and territory officials to interact with FirstNet staff, the workshops allow states to discuss how planning is going, to learn from each other on stakeholder outreach and governance structures, and to develop regional connections and collaboration. At the same time, NTIA officials will provide grant recipients with information on how to ensure they comply with conditions of their grant awards."

- Mr. Dupuis, SPOC, will provide a briefing to the Board at the next scheduled meeting regarding the information and activities of the workshop.

STATUS REPORT: Land Mobile Radio (LMR) Initiatives & Activities Wide Area Trunked LMR:

Quinn Ness, SWIC, provided the following activity/status updates:

Completion of Trunking Projects:

- There are only four (4) microwave hops remaining to complete the MW backbone that was initially proposed back in 2003. The final section of the MW backbone that requires completion is in Eastern Montana along Interstate 94 and includes the following "MW Hops":
 - Pompey's Pillar to Hysham;
 - Hysham to North Forsyth;
 - North Forsyth to Hathaway
- Total project costs to complete all of the "hops" are estimated by Aviat networks to be approximately \$450,000.
- Currently the critical factor in completing the MW backbone is securing the required funding.

- POTENTIAL FUNDING OPTIONS include: Federal, State and Local
 - Federal Funding: the availability of DHS grant funding is limited. DHS grant funding would require a local government sponsor, which there are few with the capacity to apply for and manage a grant and the project. In addition, DHS State Homeland Security grant funding from 2003 to 2013 has realized an approximate 86% decrease. SHSP was the primary source from which public safety communications projects are funded. Finally, DHS SHSP guidance and priorities have shifted away from communications and currently there is no “dedicated” DHS funding for continued build-out or operations and maintenance.
 - State funding: there are two remaining 2007 appropriations for the statewide LMR system. Since the last meeting the trunking projects at Butte and Grey Cliff and the infrastructure improvement at Hysham have been completed. Current outstanding projects that have obligated fund balances include: Butte 9-1-1 Dispatch Console Upgrade and the Aviat Larus Clock. Total funds currently available are approximately \$250,000. These funds will be available through June 2015. Additional priorities for these remaining funds include:
 - Operations & maintenance of the Statewide LMR System; and
 - Frequency Interference studies at Great falls and Gallatin County to identify issues with the trunked system
 - Cost estimates for these two priorities are in the process of being developed. We should have more information and a proposal for the priorities of the remaining for the Board at the next scheduled meeting.
 - *Estimated cost for PP to Hysham is approx. \$165,000

Update Statewide Communications Interoperability Plan (SCIP): PSCB Planning staff should have a *draft* document completed for distribution to the Board within the next several weeks. The review and adoption of the SCIP will be an agenda item for the April and May meetings.

Update Statewide LMR System Operations & Maintenance (O&M) Plan

- The DHS Office of Emergency Communications (OEC) provided a Governance Workshop that resulted in the development of a draft Memorandum of Understanding between the owner/operators of LMR system. DHS OEC also delivered a System Life Cycle Requirements and Costs Workshop that resulted in the development of model for system requirements and related cost estimates for ongoing operation, maintenance and upgrade of system components.
- In order to move forward with development of the O&M plan the system owners, operators and users need to determine the governance and/or operational structure for operating and maintaining the system. Once a structure is recommended and adopted by the Board, planning staff can utilize the templates provided by DHS OEC and move forward with drafting the O&M plan.
- Quinn recommended that a working group of system owners, operators and users be formed and tasked with these objectives.
- The working group would include seven individuals; and to begin, will convene for three to six months.

- Suggested members include 1) Charlie Gilmore L&C Co; 2) Jack Spillman, Flathead County, 3) Tom Butler, MHP; 4) Joe Briggs, MACo; 5) Dorothy Gremaux, MLCT; 6) Mike Doto, Fire; and 7) Roger Smith, State of MT.
- A name for the working group will be created and meetings scheduled.

Legislative Session Planning & Message:

- Tom Butler explained the importance of implementing a strong, viable legislative plan for the upcoming session. He has suggestions for a legislative funding plan, which will be discussed in the near future.
- Erin Lutts, MITS, expressed their support for continued involvement with the project, and hope for a direction towards private public partnership, rather than a separate and duplicate network.

Vice Chair Nomination: Nominations for vice chair were open and Leo Dutton nominated Ron Baldwin, State CIO.

MOTION: Tom Butler moved to appoint Ron Baldwin as vice chair; Jon Swartz seconded and the motion passed.

Adjourn/Next Meeting: The next meeting is Tuesday, April 8th in Capitol Room 152.